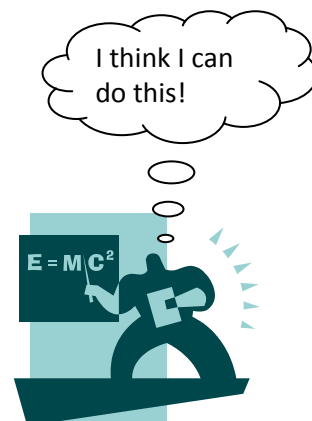
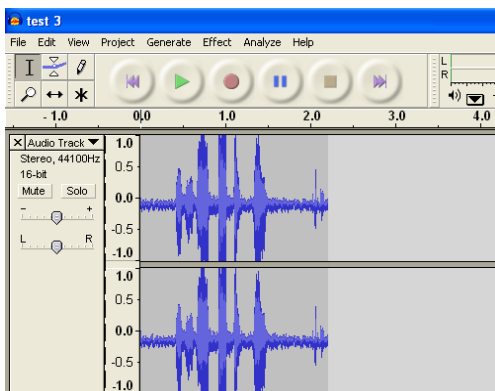


# Let's Make a Podcast Using Audacity!



**What is a podcast?** A podcast, simply speaking, is a digital recording that is regularly published online. People then can subscribe to those digital recordings through a syndication feed, like RSS or Atom.

**What is Audacity?** Audacity is recording software that allows you to create a project that can be exported in a variety of file formats.

**Do you have any examples of podcasts?** Sure, click to see the list on the last page.

**How can I listen to others' podcasts?** Click to see some links.

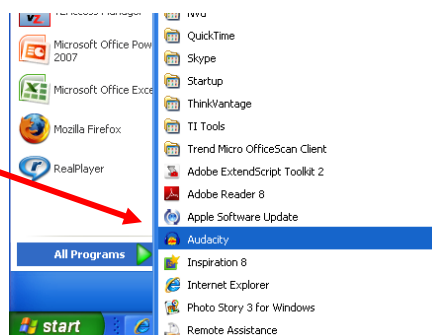
**OK, how do I record my voice?** Follow these steps to create a simple recording. I've also included directions to post these files to a wiki, to a blog, or to an Edline page.

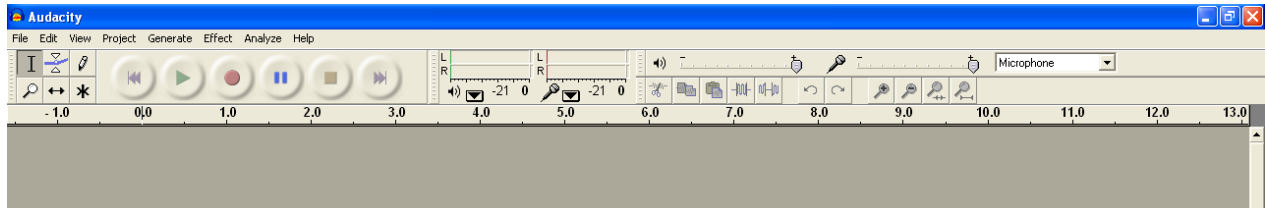
Step 1: Have something entertaining, interesting, or intriguing to say!

- Consider creating a recording of your favorite unit or lesson:
  - Are there rules to follow to introduce people? Yes, there are!
  - How do "tone" and "mood" differ in literature study?
  - What is the Magna Carta?
  - What role does algebra play in our lives?
  - How can algae be used to convert sunlight into a biofuel?
  - What can people do to reduce, re-use, and recycle?
- Consider explaining a classroom process:
  - Homework hand-in
  - Test procedures
  - Clean-up tasks
  - Safety rules
  - Laptop removal and replacement
- Consider reading a poem, essay, or piece of literature aloud for your students
  - [Emily Dickinson](#)
  - [William Carlos Williams](#)
  - [William Shakespeare](#)

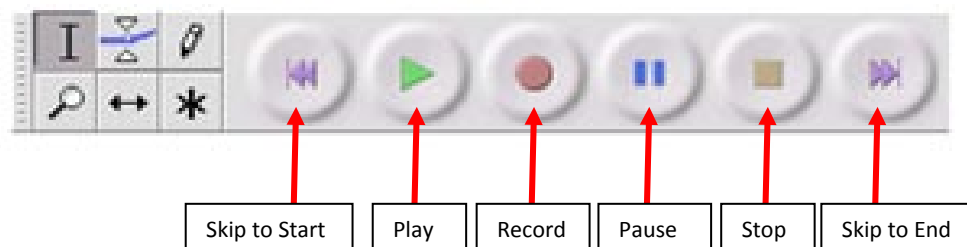
Step 2: Write a script of those entertaining, interesting, or intriguing things you want others to listen to. Writing your ideas down, just as you would like to say them, gives you a very clear structure for your podcast. Plan ahead and have your composition ready: plan it, write it, read it, revise it, and read it aloud several times.

Step 3: Open Audacity on your computer.





# Control Toolbar



(Step 3.5: Hook up any external tools, like a microphone or headphones, if you are using them.)

Step 4: Click on the **red** record button. With clear enunciation and effective projection, say your words.

Step 5: Click on the **yellow** stop button when you are finished speaking.

Step 6: Click on the **green** play button to listen to your recording.

- If you like the recording, save it as an Audacity Project. Label the project with a name (and date or version, too)
- If you do not like the recording, close the audio track without saving and rerecord.
- No recording? Is your sound muted? Look in the bottom application tray to see if your volume is muted. Click here for more info about sound and audio controls. You may need to left click your Start button, select "Control Panel," and select "Sounds and Audio Devices." Check the "Audio," "Sounds," and "Voice" tabs to make sure nothing is muted.



Step 7: You now can play this recording from your computer with Audacity. Open the Audacity project and replay it.

**How can I listen to others' podcasts?** Use a "podcatcher" like the following:

[iTunes](http://www.apple.com/itunes/) <http://www.apple.com/itunes/>

[Yahoo! Podcasts](http://podcasts.yahoo.com/) <http://podcasts.yahoo.com/>

[Juice](http://juicereceiver.sourceforge.net/index.php) <http://juicereceiver.sourceforge.net/index.php>

[Odeo](http://odeo.com/) <http://odeo.com/>

[FeedDemon](http://www.newsgator.com/NGOLProduct.aspx?ProdId=FeedDemon) <http://www.newsgator.com/NGOLProduct.aspx?ProdId=FeedDemon>

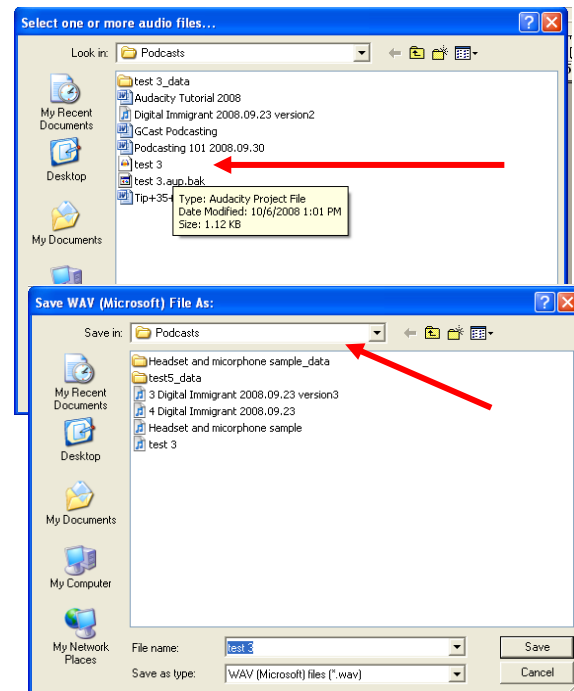
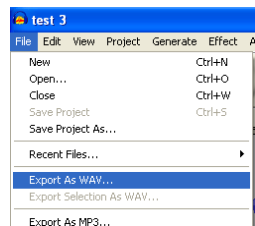
**Cool! How do I let others listen to my entertaining, interesting, and intriguing perspectives?** You can post these recordings to your online web space!

**Do you want to embed this file into a webpage, like a wiki or a blog?**  
**Scroll down to the next page to learn how.**

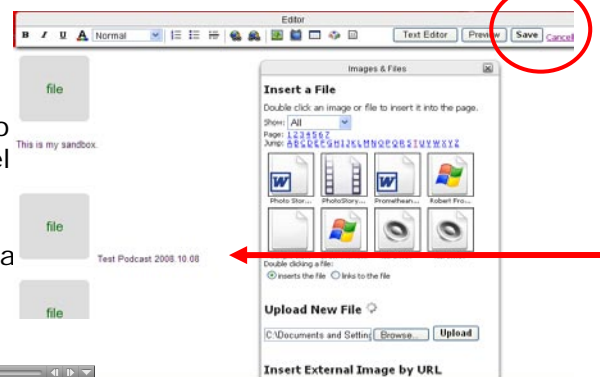
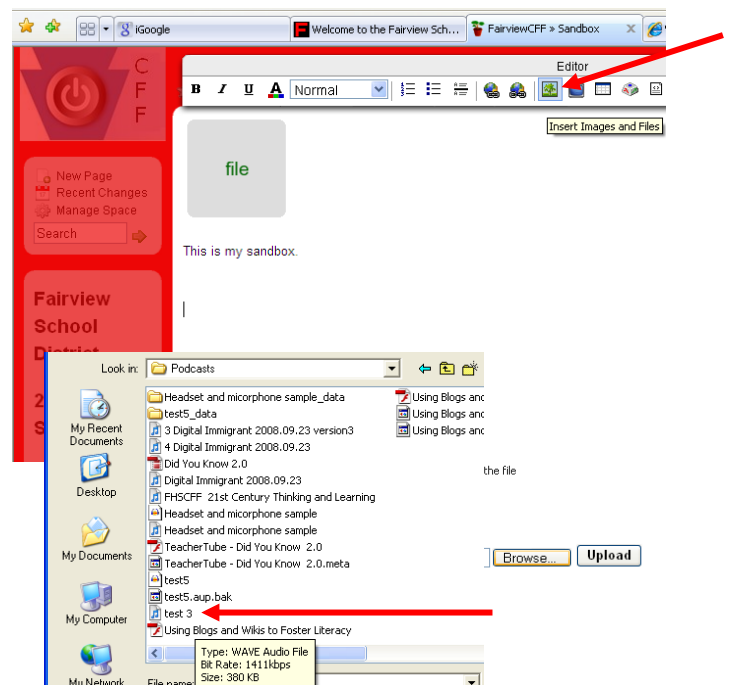
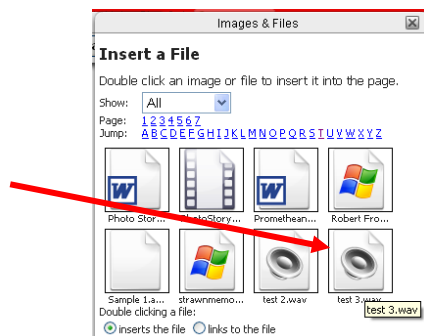
## Step 8: Embed the recording to a wiki

- **Wikispaces: Free Education Site? 20MG max upload file size**

- Open the Audacity Project you wish to embed.
- Select "Export selection as a WAV."
- Save the file as a WAV file. **Note where you saved the file.**



- Open your Wikispaces page.
- Click on "Edit This Page."
- Set your cursor where the podcast will reside.
- Click on the green tree icon to "Insert Images and Files."
- Browse to find your **WAV** file. *Remember: You told yourself you would note where you saved the file!*
- Double click on your WAV file.
- When the file displays in the bar, click on "Upload."
- Find the uploaded file in the thumbnails.



- Double click on the WAV file you want to
- A media box will display. Type in a label (title and date)
- Click "Save" on the wikispaces page.
- A media player should display now



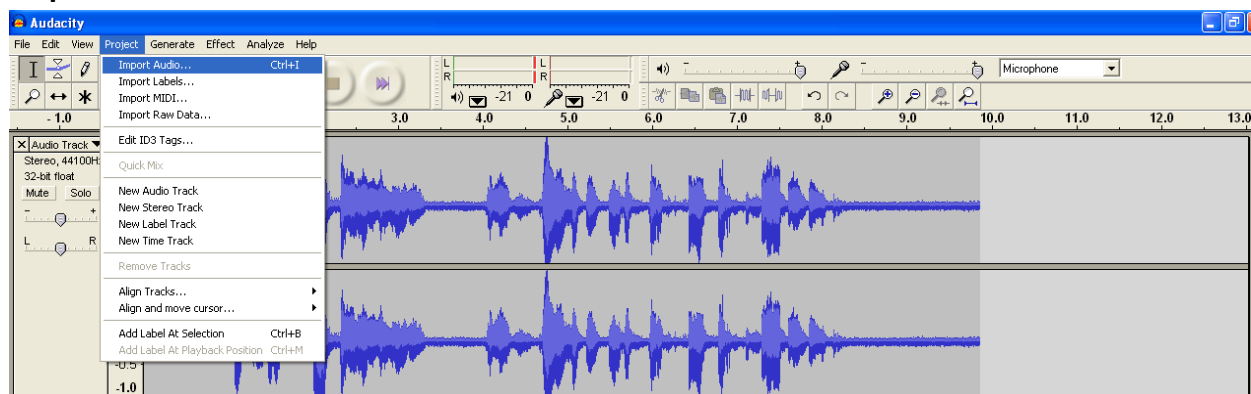
**Step 9: Post the recording to my Blogger page.** You first will need to find a host for your recording on a podcast website, like Podbean.com or Garage Band's GCast ([See Below](#) to register for GCast).

After you have found and registered for a host site, log in to your Blogger account.

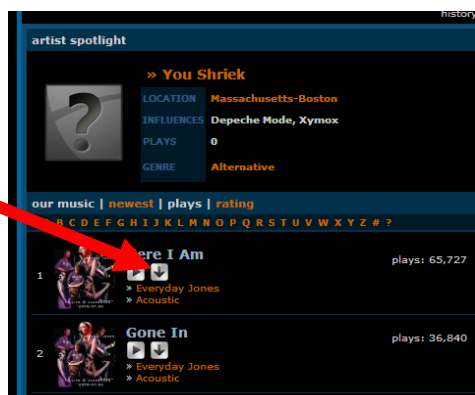
- Click on "Create Post"
- Click on "Edit HTML"
- In GCast, click on the audio player posts to find the podcast you wish to copy.
- Click on "Love this podcast? Add it to your blog or MySpace!"
- Select your preferences
- Copy the html code
- Paste the html code into your Blogger "Edit html" box
- Enter a title for your podcast recording
- Click on "Publish Now." A GCast player will appear in your posting.

You can embed audio players into your blog in different ways, too. Do a Google search to learn how.

## Step 10: [How do I add some music?](#)

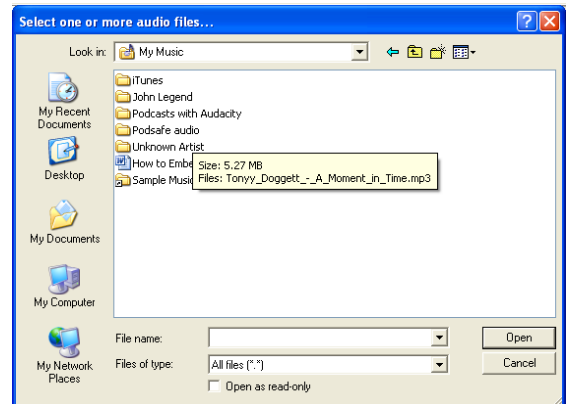
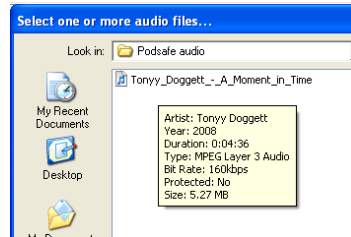


- Find some music you would like to use.
  - [Podsafeaudio.com](#)
  - Royalty-Free [classical music](#) from the Isabella Stewart Gardner Museum



- Click on the Download button: make sure this file is in an uncompressed MPEG-level3 (mp3) file. Audacity does not support MPEG-level 4 audio.
- Save these files in a separate folder called something like "Copyright-free Podcasting Music"

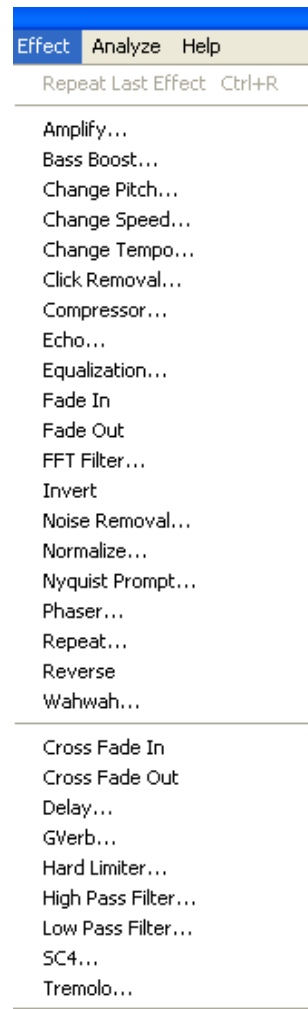
- Open the Audacity file you'd like to add music to.
- Select "Project" and "Import Audio." files, like iTunes.
- Drop and drag your music file into Audacity or select, copy, and paste the file you want to import.



- Allow the file to import to a new track.
- Modify the track using the Effect menu.
- Always include credits for the music and any other materials you have used.

- Highlight the section you'd like to modify and experiment using the effects menu.

- Watch the Audacity tutorials to modify the track for your needs.
  - Real Player files
  - [How to Podcast video tutorial by Jason Van Orden](#)
  - [Audacity Tutorials](#)









## Investigate the toolbars








### Control Toolbar



### Editing Tools

-  Selection tool - for selecting the range of audio you want to edit or listen to.
-  Envelope tool - for changing the volume over time.
-  Draw tool - for modifying individual samples.
-  Zoom tool - for zooming in and out.
-  Timeshift tool - for sliding tracks left or right.
-  Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

### Audio Control Buttons

-  Skip to Start - moves the cursor to time 0. If you press Play at this point, your project will play from the beginning.
-  Play - starts playing audio at the cursor position. If some audio is selected, only the selection is played.
-  Loop - if you hold down the Shift key, the Play button changes to a Loop button, which lets you keep playing the selection over and over again.
-  Record - starts recording audio at the project sample rate (the sample rate in the lower-left corner of the window). The new track will begin at the current cursor position, so click the "Skip to Start" button first if you want the track to begin at time 0.
-  Pause - temporarily stops playback or recording until you press pause again.
-  Stop - stops recording or playing. You must do this before applying [effects](#), saving or exporting.
-  Skip to End - moves the cursor to the end of the last track.














# Edit Toolbar

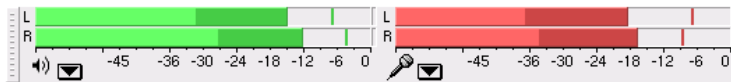


All of the buttons on this toolbar perform actions - and with a couple of exceptions, they're all just shortcuts

Holding the mouse over a tool will show a "tooltip" in case you forget which one is which.

|   |   |
|---|---|
|    | Cut   |
|    | Copy  |
|    | Paste   |
|    | Trim away the audio outside the selection   |
|    | Silence the selected audio  |
|    | Undo  |
|    | Redo  |
|    | Zoom In   |
|    | Zoom Out  |
|    | Fit selection in window - zooms until the selection just fits inside the window.  |
|  | Fit project in window - zooms until all of the audio just fits inside the window. |

## Meter Toolbar



The Meter Toolbar is used for monitoring the input and output audio levels. Typically it is used to make sure that the loudest volume is as loud as possible (for maximum fidelity) without clipping or distorting it. The output (playback) meter is the green one, on the left pictured above, and the input (recording) meter is in red, on the right. It toolbar provides a visual indication of the current audio levels going in and out of Audacity.

If you float the Meter Toolbar, either by dragging it out of the toolbar or by selecting "Float Meter Toolbar" from the View menu, you can resize it and even orient it vertically.

Normally the meters are only active when you are playing or recording audio. However, you can also monitor input when you're not recording - to do this, either select "Monitor Input" from the input meter's pop-up menu, or else just click on the input meter. If you have a microphone or other input source attached, you will be able to watch the level of the audio before you start recording.

Each meter shows several characteristics of the audio level at once:

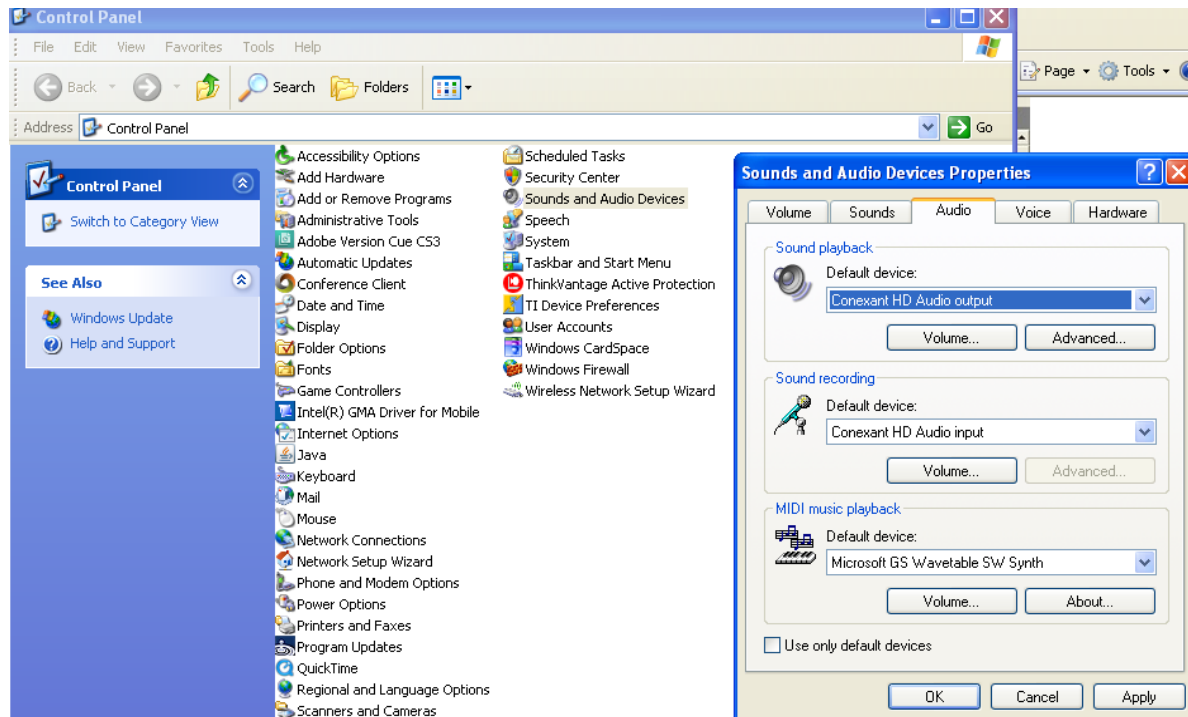
- The right hand end of the meter corresponds to the point at which the audio will be clipped, and the left hand end is silence
- For stereo, the top bar shows the left channel, and the bottom bar shows the right channel.
- The brightest part of the bar shows the average audio level (related to the loudness) and the darker part of the bar shows the peak audio level.
- The peak-hold line to the right of this shows the maximum audio level achieved in the last 3 seconds.
- Finally, the clipping indicators on the far right of each meter will light up if clipping is detected (meaning that the audio was too loud and will sound distorted).

If clipping is detected when you are recording, you should stop, lower the volume of your input source, and start recording again from the start. If the output meter clips then you need to make some or all of your tracks quieter using the track [gain control](#).

If the level of the input (recording) source is too high, you can try to lower the input level using the [Mixer Toolbar](#), but if this doesn't work, you should try to lower the volume of the external input source (e.g., your microphone, cassette player, or record player).

It is possible, especially if you have an older, slower computer, that the Meter Toolbar may interfere with Audacity's ability to record or play audio with the highest quality, because your computer is so busy redrawing the meters that it doesn't have time to process enough audio. In this is the case for you, you can disable the Meter Toolbar in the Interface tab of the [Preferences](#) dialog.

## Sound and Audio Settings



### Volume

- Output device
- Speaker settings

### Sounds (for your computer)

### Audio

- Sound playback
- Sound recording

### Voice

- Voice playback
- Voice recording
- Test hardware

### Hardware

## Sample podcasts:

- The President's Weekly Radio Address <http://www.whitehouse.gov/rss/>
- Barack Obama Podcasts <http://obama.senate.gov/podcast/>
- NPR Podcast Directory [http://www.npr.org/rss/podcast/podcast\\_directory.php](http://www.npr.org/rss/podcast/podcast_directory.php)
- Western Kentucky University Library Podcasts <http://www.wku.edu/Library/podcast/index.html>
- Purdue "boilercasts" <http://www.itap.purdue.edu/tlt/BoilerCast/>
- Nature Magazine <http://www.nature.com/podcast/index.html>

## Podcast directories

- Podcast Alley <http://www.podcastalley.com/>
- Podcast.com <http://www.podcast.com/>
- Ipodder <http://ipodder.org>
- iTunes Store <http://store.apple.com/1-800-MY-APPLE/WebObjects/AppleStore>

## Podcast text searching

<http://podzinger.com>

<http://podscope.com/>

## Create a Gcast Account

[www.novemberlearning.com](http://www.novemberlearning.com)

### Recording Mobile Podcasts with Gcast

Imagine, for a moment, that your class is on a **field trip** to your city's local aquarium. Small groups of six or seven students are moving around from tank to tank with their chaperones, and they are collecting information on what they are seeing to discuss back at school. Sound pretty typical?

What would happen when one of these groups see one of the aquarium's marine biologists? Hopefully, they would take the opportunity to discuss what they have learned with this scientist and even try to learn more. Unfortunately, only this one small group had this experience. Most of the other students return to school without being able to have taken advantage of this fantastic learning opportunity.

**This is where mobile podcasting can be of great benefit.** Through this method of podcasting, one group of students can record the conversation, and everyone else can hear the conversation back at school (or home) after the audio file has been posted to the Web.

**So how is mobile podcasting done?** Well, one option is to carry around a laptop so that students could record directly into the computer. Another option is to carry around iPods with microphones or some other digital audio recorder. Both of these options are valid and would allow students to bring their recordings back to school to edit and post. But many schools still don't have these tools for their students, and even more of them don't allow students to bring them outside of the school walls. The third option is to record a podcast with a tool that each chaperone probably already has in their pocket: a cell phone.

#### Enter Gcast

*Gcast* is a fantastic, free tool that allows anyone to podcast by any phone. This phone might be a cell phone, it might be a phone in the classroom, or it could be a phone in a student's home.

Once you setup an account in *Gcast*, recording a mobile podcast couldn't be simpler. Just dial *Gcast's* toll free number (there is also an international option), follow the voice prompts, and record. That's all there is to it.

### Registering for a Gcast Account

To set up an account in *Gcast* (<http://www.gcast.com>), begin by clicking on the **Sign up now, it's free!** link on the top right corner of the page. You will be taken to a form that asks your email address, your zip code, and a password. Complete the form and click the **I Agree, create my account** button.

On the next page, you can edit your podcast's name and description, and you can upload a small photo to represent your podcast if you choose. Click **Next**. The next step will ask you to enter the ten-digit phone number\*\* you would like to register as well as a four-digit PIN number. *\*\*If you are going to be the only person calling in and recording with your account, you would want to use the number you will most often call from. This will keep Gcast from asking you to enter your registration phone number when you call in. If you are going to have students call in on your account, I would suggest entering a fake phone number. This way, you don't have to give out your real number to your students. Make sure you remember this number though because you will have to enter it each time you call in.*

Click **OK, finished**, and your account will be created. You will receive a confirmation email at this point. Before you start podcasting, open this email and click on the confirmation link. You're now ready to podcast!

### ***Suggested Method for Class Podcasting Using Gcast***

Normally, *Gcast* would be setup as an account for an individual, but with the following method, it could easily be used with a whole class in a field trip type situation.

- Create an index card for each chaperone. Each card should have three numbers on it:
  - *Gcast*'s toll free number (888-654-2278)
  - The phone number you registered when creating your account
  - Your four digit PIN
- Provide students with some type of assignment that will require them to call in at different points of the day and record.
- When students are ready to make a call, they will get the index card out, call *Gcast* and follow the voice prompts.
- When they are finished recording, they will press 3 to publish their podcast. Within 5 minutes, their podcast will be found within your online *Gcast* account.
- After the field trip, you can change the PIN number so that students can no longer call in until the next time you want them to.

### ***Options for the Recordings***

As stated before, once students are finished recording, they will press 3, and the recording will immediately be published. But now, what can you do with these recordings? Well, you have a few options.

- Provide parents and others with your *Gcast* account's address. They can visit this account and listen to podcasts as they are coming in from the field. The address will be <http://www.gcast.com/u/yourusername>.
- Your podcast in *Gcast* is RSS enabled. You can give the feed address to parents so that they can subscribe to the podcasts if they have an aggregator, or if you have a blog that allows you to insert feeds within, you could have your podcast come from your phone and published to your computer without ever touching a computer.
- This option is great if you want to edit your podcasts. Login to your account, or go to <http://www.gcast.com/u/yourusername>. Each of your podcast recordings has an mp3 icon next to it. Click on the icon, and you can download the podcast onto your computer.
- From there, you can edit the podcast using *Audacity* or *Garageband*. Post your final, edited version to your blog or wiki to share.

## NOTES

References, Resources and Links

Jason Van Orden: <http://www.how-to-podcast-tutorial.com/videos/01-audacity-setup/audacity-setup.html> Saved to my Real Player download library on desktop

WAV files are uncompressed (bigger); MP3 files are compressed (smaller)